
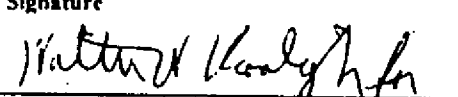



United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Chicago IL		<b>2. POSITION NUMBER</b>	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
		b. Title		c. Pay Plan	d. Series
Official Allocation					
4. Supervisor's Recommendation		Program Analyst		GS	0343 13
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE <del>XXXXXXXXXX</del> Julie Spellman		
7. ORGANIZATION (Give complete organizational breakdown)			c.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of Regional Administrator			g.		
c. Office of Civil Rights			h. Employing Office Location Chicago IL		
d.			i. Organization Code 90516101		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Karen Vasquez, Acting Director Office of Civil Rights			d. Typed Name and Title of Second-Level Supervisor Bharat Mathur, Deputy Regional Administrator		
h. Signature 		c. Date 6/27/11		f. Date 6/27/11	
e. Signature 					
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature 	
				j. Date 5/31/11	
11. REMARKS					

**Program and Management Analyst  
GS-343-13**

**INTRODUCTION**

This position is located in the office of Civil Rights (OCR), Office of the Regional Administration. The purpose of this position is to serve as an analyst and advisor to management on carrying out outreach, special emphasis duties and responsibilities for the Office of Civil Rights to improve effectiveness and productivity. The primary concern is Special Emphasis Program Management (SEPM) hiring outreach initiatives and other special emphasis program activities under the OCR program. This includes serving as an adviser/coordinator in Region 5, supporting the Minority Academic Institute (MAI), Special Emphasis, and Faculty Fellows Internship programs. The position requires the ability to work with a diverse group of stakeholders, to bring consensus on tools and approaches and to address special emphasis program outreach and recruitment issues impacting hiring efforts. The incumbent will be MAI and SEPM program oriented, proactive in all outreach and recruitment efforts. The incumbent will be actively involved with the OCR staff and SEPM's coordinator in carrying out the outreach activity; recommending changes in hiring practices affecting outreach program activity.

**Background**

The incumbent is involved in the internal and external hiring outreach efforts of the Office of Civil Rights. A substantive part of this position involves OCR's programs and the analytical and evaluative methods and techniques needed to assess program development, execution and improvement of the organizational effectiveness and efficiency of these programs. The incumbent will work with OCR's laws, regulations, administration procedures, government/agency policies and court/administrative decisions. These laws and policies are designed to provide equal opportunity in a wide range of employment activities and are designed to prohibit discrimination. The programs involve identifying and taking actions designed to eliminate institutional barriers.

**Major Duties and Responsibilities**

The incumbent is actively involved in community outreach activities with various professional organizations and participates with the staff in the development of the Region 5 Minority Academic Institutions (MAI) program. Duties include working with the Regional Special Emphasis Program Staff providing input and making recommendations to the outreach program and special emphasis hiring activity program, reviewing files and records; analyzing and summarizing relevant data. The incumbent provides advice to management regarding the preparation, monitoring and evaluation of plans for outreach and special emphasis program activity in EPA's Region 5. The incumbent works with managers and supervisors to identify problems, report findings, draw conclusions and make recommendation for corrective action regarding efficiency and effectiveness. Assignments usually involve the performance of tasks in support of the MAI program and the SEPM outreach efforts, working closely with the SEPM Coordinator and the OCR Director in carrying out ORC program and outreach activities:

The incumbent participates in outreach and recruitment activity by attending job fairs and other events at colleges and universities. Serve as a focal point of outreach liaison for the Faculty Fellow Internship program and as the Minority Academic Institute coordinator and specialist for Memorandum of Understanding (MOU) with colleges and universities. The incumbent will work closely with the special emphasis program coordinator in outreach and recruitment planning of diversity outreach job fairs. The incumbent will be actively involved in planning MOUs with colleges and universities, preparing MOU required documentation, and follow-ups on planned activities. The incumbent will participate in OCR EEO outreach and training activity developing brochures and presenting information.

Typical assignments may include summarizing information obtained from established databases, searching files and records for evidence relevant to a particular case, analyzing employment statistics, preparing reports, analyzing data and preparing narrative summaries, responding to inquiries and factual questions in accordance with established procedures and program objectives.

The incumbent applies a comprehensive and thorough knowledge of laws, regulations, Executive Orders, court decisions, and issues related to Federal Equal Employment Opportunity programs, and the skill to apply this knowledge to a variety of difficult and complex work assignments. Prepare quarterly and annual reports, maintains databases, OCR websites and reviews generated factual reports. Actively participates and contributes to the OCR strategic planning efforts working closely with the Equal Employment Manager and Director in OCR strategic planning activities.

Work with the supervisors, EPA staff and management on various Special Emphasis Program activities. These duties include independently monitoring, scheduling, overseeing and working closely with the Region 5 SEP's coordinator and assigned activities.

#### FACTOR 1 – Knowledge required

1-8 1550

-Knowledge of the application of a wide range of qualitative and/or quantitative methods of assessment and improvement of program effectiveness or the improvement of complex management processes and system to advise managers and provide direction for the Region 5 EPA's Office Civil Rights program outreach and recruitment activities.

-Knowledge of relationships with other programs and key administrative support functions within the Office of Civil Rights.

-Skill planning, organizing and negotiating effectively with management to accept and implement recommendations where the proposals involve substantial agency resources or require extensive changes in established procedures.

-Knowledge of the Region 5 EPA Office of Civil Rights outreach program and recruitment activities, processes and procedures to carry out various types of employment and hiring efforts. Knowledge of the procedural requirements, completeness, timeliness, EPA and EEO hiring practices necessary to advise managers and provide direction in identifying the need for outreach and recruitment action and to determine effective causes of action.

-Knowledge of the Agency's personnel system to include outreach hiring practices, employee rights and related personnel principles to identify equal opportunity problems and to develop effective solutions. A comprehensive and thorough knowledge of laws, regulation, Executive Orders, court decisions, and issues related to the Federal Equal Employment Opportunity programs. Skill to apply this knowledge to a variety of difficult and complex work assignments.

-Knowledge of MAI and SEPM hiring avenues to provide advice and consultation to managers at all levels to assist them in identifying problems and to assist them in planning and carrying out EEO and outreach activities. Ability to identify problems that may impact job applicants in recruitment planning efforts, including coordination of personnel and considerations to overcome underrepresentation of special emphasis groups in all types of positions.

-Knowledge of the organizational structure, functions, management policies, procedures and practices of Region 5 and the Agency. Thorough and detailed knowledge of and skill in employing the methods and a comprehensive and thorough knowledge of laws, regulations, Executive orders, court decision, and issues related to the Federal Equal Employment Opportunity programs and skill to apply this knowledge to a variety of difficult and complex work assignments.

-Knowledge of MAI and SEPM hiring avenues to provide advice and consultation to managers at all levels to assist them in identifying problems and to assist them in planning and carrying out EEO and outreach activities. Ability to identify problems that may impact job applicants in recruitment planning efforts including coordination of personnel and considerations to overcome underrepresentation of special emphasis groups in all types of positions.

-Knowledge of the organizational structure, functions, management policies, procedures and practices of Region 5 and the Agency.

-Ability to obtain and maintain required certifications for MOU project officer with colleges and universities.

#### FACTOR 2. Supervisory Controls

2-4 450 points

The supervisor sets the overall objectives and resources available. The supervisor and employee collaborate in developing deadlines and approaches to unusual or particularly sensitive problems. The employee exercises judgment in planning and carrying out the assignments and selects appropriate techniques to complete the assignment most adequately. The employee advises the supervisor when major unexpected problems or significant controversial issues arise. Complete work is reviewed in terms of fulfillment of the assignment objectives within established target dates. This work is expected to be performed independently and professionally, with minimal supervisory oversight.

#### FACTOR 3. Guidelines

3-5 650 points

Guidelines include laws, regulations, and government wide policies governing equal employment opportunity and outreach. Guidelines are often general and do not apply to many program process areas. The employee uses considerable judgment and ingenuity in interpreting guidelines to develop policies and to design outreach and SEPM/MAI program activities within the context of the Region 5/Agency organization and functions to meet specific goals.

Many significant factual situations, issues and EEO outreach program problems are encountered during the assignment not covered by guidelines, for which guidelines are general or vague, or for which guidelines are in conflict. The employee exercises judgment in interpreting, adapting, or extrapolating from existing guidelines to arrive at a finding or conclusion, or to decide a particular course of action. Work is covered by guidelines such as laws, Executive Orders, policy statements and government or agency wide directives.

**FACTOR 4. Complexity**

**4-4 225 points**

The incumbent typically performs complete assignment with widely varying duties including the complete cycle of fact-finding, problem definition and identification. Decisions regarding what needs to be done, including planning the assignments, so essential facts and issues are adequately covered and sort relevant facts from a vast body of information, opinions and conditions.

The incumbent performs complete assignments requiring use of a variety of analytical and other techniques to solve a problem or arrive at a conclusion. Assignments are to solve problems typically characterized by many interrelated facts; where data is only obtainable from many sources, some facts are disputed, a variety of standard fact finding techniques are needed, analysis requires determining relevance and importance of facts, and knowledge of the agency's policies and practices.

At each step of the problem identification and solution process, the incumbent must choose from several courses of action depending on the facts and issues involved and the objectives of the assignment. The incumbent will determine the appropriate fact finding or analytical technique(s) to use based on the nature of the problem to be solved, and consider many recommendations, conclusions and decisions.

**FACTOR 5. Scope and Effect**

**5-5 325 points**

The Work efforts result in resolution of a wide variety of problems. The program affects equal employment opportunity outreach and Minority Academic Institutions/Special Emphasis Program activity in Region 5. This may involve the development of long-range program plans, goals, objectives and milestones, or to evaluating the effectiveness of programs. The work involves identifying and developing ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives such as the delivery of program services.

The incumbent reviews and analyzes individual equal employment opportunity problems, recommends resolution of problems, and may facilitate program efforts to the Equal Employment Manager or ORC Director. The work results in resolution of individual complaint

cases or the presentation of factual information to be used by others. The work affects specific practices of the Region 5 Office of Civil Rights program and activities. The incumbent coordinates limited program activity or segments of functions delegated to OCR and the EEO Manager. This work affects equal employment opportunities for Region 5 employees.

**FACTOR 6. Personal Contacts**

**6-3 60 points**

Contacts are with employees with the same Agency, persons outside the employing agency, union officials, special emphasis officers, community organizations, universities, college officials or employee representatives, equal employee specialist from other agencies. Contacts are not made on a routine basis. The context of each contact is different and the role or authority of each party is identified and developed during the course of the contact.

**FACTOR 7. Purpose of Contacts**

**7-3 120 points**

Personal contacts are to resolve difficult problems. Contacts are to develop new sources for recruitment, and to obtain agreement and or necessary actions.

The purpose is to advise on programs, consult and assist individuals and officials of organizations on issues, questions, and programs when the goals of the person contacted are essentially similar to those of a program analyst in the equal employment office with outreach and recruitment efforts at colleges and universities.

**FACTOR 8. Physical Demands**

**8-1 5 points**

The work is basically sedentary.

**FACTOR 9. Work Environment**

**9-1 5 points**

The regular and recurring work is performed in a work environment that involves normal everyday low risks or discomfort typical of offices. Work areas are adequately lighted, heated and ventilated.

3390 = GS13 (3155-3600)

## Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name		X	This position has no extramural resources management responsibilities.
Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	Equal Opportunity Specialist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS/301/13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	ORA, OCR		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	<i>Karen A. Vasquez</i>	Date	5/18/11
Personnel Specialist's Signature	<i>Patty D. Myles</i>	Date	6/23/11

### Part 1. Contracts Management Duties

			Monitors management and performance of
<b>Pre-award:</b>			delivery orders/work assignments after award
Plans Procurements			Defines scope of work for work assignments
Estimates Costs			Approves payment requests of ACH drawdowns
Obtains funding commitments			Manages cost-reimbursement contracts
Prepares procurement requests			Reviews invoices
Writes statements of work			Inspects and accepts deliverables
Reviews statements of work			Other (list)
Processes unsolicited proposals			
Responds to pre-award inquiries			
Participates in pre-award conferences			<b>Close-out:</b>
Conducts technical evaluation of proposals			Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests			Reconciles payments with work performance
Other (lists)			Closes-out payments
			Performs cost accounting
<b>Post-award:</b>			Provides assistance to Contracting Officer in settling claims
Prepares delivery orders			Other (list)
Reviews contractor work plans			
Reviews contractor progress reports			
Monitors government-furnished property			<b>Percentage of Time Spent on Contracts Management</b>
Monitors cost, management, and overall technical performance of contract after award		0	%

Continued

<b>Part 2. Grants/Cooperative Agreements Duties</b>		Advises Grants Management Office of potential problems/issues	
<b>Pre-application/Application:</b>		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions	
Prepares solicitation for proposals		Approves payments requests or ACH drawdowns	
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office	
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments	
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)	
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement	
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues	
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement	
Negotiates level of funding		Other (list)	
Conducts site visits to evaluate program capability		<b>Close-out:</b>	
Serves as resource to Selection Panel		Certifies deliverables were satisfactory and timely	
Informs applicants of funding decisions		Provides assistance to recipients and Grants Management Office to ensure timely close-out	
Other (list)		Reconciles payment with work performed	
<b>Award:</b>		Notifies recipient of close-out requirements	
Prepares funding package, including Decision Memorandum		Obtains legal assistance if necessary to resolve incomplete close-out	
Obtains concurrences/approvals		If project is audited, responds to issues and ensures recipient complies with audit recommendations ,	
Reviews/concurs in completed document		Other (list)	
Establishes project file			
Other (list)			
<b>Project Management/Administration:</b>		<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>	
Monitors recipient's activities and progress			
Reviews reports and deliverables and notifies recipient of comments		0 %	
Provides technical assistance to recipients			
<b>Part 3. Interagency Agreements Duties</b>			
<b>Pre-Agreement:</b>		Monitors cost management and overall technical performance	
Plans and negotiates work effort		Participates in decisions about project modification/termination	
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)	
Obtains funding commitments		Inspects and accepts deliverables	
Prepares commitment notice		Other (list)	
Writes or reviews scope of work			
Responds to pre-agreement inquiries		<b>Close-out:</b>	
Participates in pre-agreement conferences		Reviews final report	
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment	
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reconciles payments with work performed	
Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)	
Prepares funding package and obtains necessary concurrences		Certifies deliverables	
Other (list)		Resolves close-out issues with Grants Management Office/other agency	
		Other (list)	
<b>Project Management/Administration:</b>		<b>Percentage of Time Spent on Interagency Agreements management.</b>	
Reviews progress reports/financial reports			
		0 %	